ADUR & WORTHING
COUNCILS

Revenues & Benefits

PO Box 5000, Worthing, BN11 1JN
Phone: 01273 263111 (Adur residents)
Phone: 01903 221061 (Worthing residents)
Minicom: 01903 204500
E-mail: revsbens@adur-worthing.gov.uk

Council Tax

Application for a Discount

Address of the property (if different)

Please read the notes over the page before you fill in this form.

Your reference

(Please tick the relevant boxes below.)

1 I am the only person who lives at the above address. Yes ☐ No ☐

If 'yes', please confirm the date from when you have lived alone: ...../...../.....

Name of any adults who have moved out and their forwarding address(es):

2 I am not the only person who lives at the above address, but the other people living there should be disregarded as shown below. Yes ☐ No ☐

List of all people who live with you

(We may need proof for any claims by adults to be disregarded.)

Surname	First name	Date of Birth	Reason for being disregarded (see over the page)	For our use only
		/ /		
		/ /		
		/ /		
		/ /		

3 There is no-one currently living at the property. Yes ☐ No ☐

(please tick which boxes apply.)

The occupants left on ...../...../..... ☐

The property is still furnished ☐

The property was emptied of furniture on ...../...../..... ☐

Declaration

- I confirm that the information I have given is true and complete.
- I understand that you may use it to maintain Council Tax, Housing Benefit and electoral register records.
- I give you permission to check the information I have given
- I will let you know immediately if my circumstances change.
- You may be subject to a fine and or prosecution if you give false information.

Your signature: Print your name:

Your phone number: Date: / /

Important: please see over the page for further details.

You must return this form within 21 days. If you do not do so, you might lose your Council Tax discount.

Discounts where only one adult lives at the property

A household consisting of one adult is normally eligible for a Council Tax discount of 25%. To claim a discount, you must fill in this application form. If you are granted a discount, you **may** have to reapply every year. You must tell us immediately about any change in your circumstances, such as a child in the household reaching 18, or another adult moving into the household.

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Council Tax. Full details about how your personal data is used are available at www.adur-worthing.gov.uk/council-tax/privacy-notice.

Fold the form in the three places shown to reveal the return address panel below. Or, you can return this form in an envelope.

Second fold

Please stick your stamp here

First fold

Revenues & Benefits
Adur & Worthing Councils
PO Box 5000
Worthing
West Sussex
BN11 1JN

Third fold and tuck in

Discounts where adults living at the property are disregarded

If certain adults are 'disregarded' for Council Tax purposes, it may mean that they are entitled to a discount. Disregarded adults fall into one of the following groups. **Proof we need:**

Person in prison (or any other place of detention)	– We will send you a separate form.
Severely mentally disabled	– Doctor's certificate and confirmation of appropriate allowances.
Where Child Benefit is being paid	– A copy of the first page of the payment book.
Student	– An up-to-date certificate from the college or university.
Apprentice	– A copy of the agreement between the apprentice and the employer.
Youth Training Scheme	– A copy of the letter confirming your entry to the scheme.
Hospital patient	– A letter from the hospital.
Patient in a care home	– A letter from the care home, relative or doctor.
Person who provides care	– A letter from the doctor. You can get a separate application form for this situation.
Person living in a hostel	– A letter from the hostel.
School leaver	– None as long as you were previously entitled to a student discount.
Member of a religious community	– A letter from the religious community.
Diplomat	– A copy of the diplomatic passport.

You can claim a discount if you or the other adults living in your home fall into one or more of the above groups, but there must not be more than one person living in your home (including you) who is not disregarded.

You can also get this form in large print.